

HISTORICAL ARCHITECTURAL REVIEW BOARD (HARB)

Purpose: The purpose of review by the Historical Architectural Review Board (HARB) is to consider the appropriateness, in an Historical Overlay District or on historic sites, of exterior architectural features of additions or new structures, and the design of signs, landscaping and other exterior features, in accordance with standards adopted by the City Council.

Code Reference: Fremont Municipal Code Title 8, Chapter 2, Articles 18.4 ([H] Historical Overlay District), 19.1 (Historical Architectural Review Board) and 19.2 (Historical Resources); Development Policy for Preservation of Primary Historical Resources.

Submittal Requirements:

NOTE:

- Indicates an item which is always required.
- Indicates an item which may be required, depending on the project. The staff person who provides you this sheet will check (✓) the box if the item is required for your application.

- 1. A completed application form signed by:
 - a. The current property owner(s), authorizing the project proposal.
 - b. The person who prepared the submittal, certifying its accuracy.
 - c. The billing party, acknowledging responsibility for charges.
- 2. Plans including the following items:
 - a. Vicinity map showing a one-half mile radius of the site.
 - b. Accurately dimensioned site plan showing:
 - (1) Property lines.
 - (2) Location, configuration and setbacks of all existing and proposed buildings and intended uses for the buildings and site, including occupancy classification and type of construction as defined in the Building Code.
 - (3) Parking, vehicle circulation areas and driveways.
 - (4) Pedestrian ways and recreation areas, existing and proposed.

- (5) Grading, if a grading plan is required for the project.
- (6) Development Reserve Boundary, Toe-of-the-Hill and Ridgeline, where applicable.
- (7) Fencing.
- (8) Easements on the property.
- (9) All fire hydrants within 600 feet of the project site.
- (10) All land uses surrounding the project site.
- c. Floor plans, indicating all intended uses of each area.
- d. Elevations showing:
 - (1) Each side of all proposed buildings and/or existing buildings, and/or the sides proposed to be modified.
 - (2) Materials and colors to be used on each elevation.
- ☐ e. Schematic landscape plan, new or modified.
- ☐ f. Tree survey plan showing location, species, caliper and base elevations of all existing trees with a trunk diameter of four inches or greater measured four feet above grade. Groves may be shown in an outline.
- ☐ g. Two copies of a current preliminary title report for projects that involve construction of a new building or expansion of an existing building footprint and/or new site improvements such as landscaping, special paving, utilities and accessory structures.
- ☐ 3. Signage plans including the following:
 - a. Vicinity map showing a one-half mile radius of the site, if architectural plans with a vicinity map are not included.
 - b. Site plan showing the location of all buildings, the proposed location of signs on buildings, the location of all freestanding signs (including landscaped planters, if any), and the signs' setback from nearby property lines.
 - c. Building elevations, showing the location of signs on the buildings.
 - d. Sign detail, including color, the material, method of illumination and method of attachment.

- 4. The number of plans required to be submitted with the application are:
 - a. Nine (9) sets of full-sized plans (collated and folded to a size NO LARGER THAN 8" x 13").
 - b. One (1) set of the plans reduced to 11" x 17", collated and folded to 8-1/2" x 11".
 - c. One rolled set of reproducible reverse sepias of full-sized plans (unless the plans are 11" x 17" or smaller).

NOTE: Full-sized plans and sepias submitted should be no larger than 30" x 42".

- 5. Seven copies of a design concept statement that defines how the project complements the historic fabric of the community, and including a documented history of the project site if it is identified as a Primary Historic Resource on the General Plan.
- 6. Photographic Survey: Photographs of (1) the project site and (2) all adjacent areas as seen from the site, mounted on a site plan on a foamcore or similar rigid cardboard backing.
- 7. A material and color sample board with an overall size no larger than 11" x 17". The sample board shall include exterior finish material and colors for all visible surfaces including ground paving, walls, roofs, glazing systems, etc. The manufacturer's or supplier's names along with the color code and model numbers for each material or color shall be included on the material and color board. Any additional information needed to clearly identify the specific materials proposed to be used shall also be included. Both finish and color shall be labeled and keyed to the elevations.
- ☐ 8. Colored exterior elevations (to be used as an exhibit for HARB presentation): One copy of all elevations necessary to explain the project, rendered in colors that accurately reflect the finish material colors.
- ☐ 9. One copy of sign detail rendered in color.
- 10. A list of all consultants proposed to be involved with the project, or a statement that none are proposed to be involved.
- ☐ 11. Optional Drawings: The applicant may provide any other drawings such as site or building sections, perspectives, axonometrics, sketches, diagrams or photographs of models, that the applicant or his/her agent deems necessary or desirable to describe the project. These items shall be drawn to scale.

Hearing Notification: The City will notify all property owners, as well as business and residential tenants within the appropriate radius from your project, depending upon requirements. Most projects require a 300-foot radius, while some require a 1,000 foot radius based on the sensitivity of your project and the level of community input anticipated or required. Minor projects such as minor exterior alterations or expansions less than 25 percent of the existing floor area require notification of properties adjacent to, and across the street from your project.

As with all other project costs, you will be billed for the staff time to research, create and label the required postcards. Note that if the public hearing is delayed for a significant enough period of time after notices for your project have already been mailed, you will be charged to resend another batch of postcards.

Materials: The remainder of the noticing costs are for the price of materials, including cardstock, labels, and stamps. We estimate materials to run ***44 cents per postcard mailed.***

Example: If there were 85 notices mailed for your project (the average number of notices for planning projects), your costs might look like:

1/2 hour staff time	\$28.00
85 Postcards @ 44 cents each	<u>\$37.40</u>
Total Cost	\$65.40

Schedule Time Line: When a HARB application is filed, the project will be scheduled for a HARB hearing and is generally acted on within five weeks. HARB hearings are held on the first Thursday of each month. Should the proposed project also require Environmental Impact Assessment, the application must be filed six weeks prior to the hearing date.

Approximately one week after the application is filed, a letter will be sent to the applicant and the applicant's agent, if any, confirming the HARB hearing date and giving the name of your staff planner. All communications about your application should be with your staff planner.

You or a project representative must attend the HARB hearing.

Any change to a building, its form, colors or materials that noticeably modifies a proposal previously approved by HARB will need to be reviewed by HARB.

Appeals of HARB Action: Appeals of HARB action are considered by the City Council. Appeals to the City Council must be submitted in writing to the City Clerk within 10 calendar days of HARB action. Your appeal letter must be accompanied by a \$50 appeal fee and must explain (a) the specific action appealed from, (b) the specific grounds of the appeal and (c) the relief or action sought from the City Council. For additional details regarding appeals to the City Council, contact the City Clerk's office, 39100 Liberty Street, Fremont, CA, 94538, phone: (510) 494-4620.

Incomplete Applications: An application is considered to be incomplete if any of the items checked on this information sheet have not been included. Processing of the application will be delayed until the submittal is determined to be complete.

Fees: The filing fee for your application is _____ and is due at the time of submittal. The actual charge will be based on staff time required to process the application, including any appeal. Progress billings will be invoiced during the review of the project if charges exceed the minimum deposit. A refund will be invoiced at the completion of the project review if excess funds have been paid.

Requirements described on this sheet are subject to change. If you need additional information or clarification to prepare your submittal please contact the staff person who furnished you this sheet for further assistance.

Information sheet furnished by: _____ Phone: (510) 494- _____

for proposal: _____

_____ Date: _____